

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 2124

**TITLE:** PUBLICATIONS ASSISTANT

**GRADE:** S-16

**DEFINITION:**

Under general supervision, assists in the preparation, production, and distribution of various County publications; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is a paraprofessional class as compared with the professional Information Officer class series.

**ILLUSTRATIVE DUTIES:**

Assists in gathering information for, writing, editing and coordinating production of communications material;  
Verifies facts, dates and statistics using standard reference resources;  
Proofreads copy to detect errors and makes corrections where applicable;  
Rewrites or modifies copy to conform to publication style and editorial policy;  
Assists in coordinating promotional activities and special events;  
Prepares publications (e.g., job announcements, news bulletins, brochures and flyers) to be developed into camera-ready copy for printing;  
Oversees the inventory and distribution of printed material;  
Edit news copy where required;  
Produces publications using desk top publishing software.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of desktop publishing software;  
Knowledge of news copy writing style;  
Knowledge of proofreading and layout techniques;  
Ability to write clear, concise news copy and to edit and lay out written and pictorial material;  
Ability to establish and maintain effective relationships with the public and County employees.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
High school graduation or a G.E.D. issued by a state department of education; PLUS  
Three years of publications production experience, two years of which must have included editing and proofreading work.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REGRADED:	June 9, 1997
REVISED:	February 4, 1994
REVISED:	June 1, 1990